



MASTER LISTED
MAG-12 S-1
UNITED STATES MARINE CORPS
MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, FMFPAC
UNIT 37150
FPO AP 96603-7150

GruO 1300.1B
S4

12 NOV 1992

GROUP ORDER 1300.1B W/C#1

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF PERSONNEL TO DUTY AS FOOD SERVICE ATTENDANTS
AND MEAL SIGNATURE RECORD SUPERVISORS

Ref: (a) MCO 10110.14L
(b) MCASO 1300.4B

Encl: (1) Sample Assignment Letter for Food Service Attendant and
Meal Signature Record Supervisor Quotas
(2) Sample Assignment Letter for Food Service Attendant
Duty

1. Purpose. To publish policies for the assignment of MAG-12
personnel to duty as Food Service Attendants and/or Meal Signature
Record Supervisors.

2. Cancellation. GruO 1300.1A.

3. Discussion. The quality of service provided by the dining
facility has a direct affect upon the morale, welfare, and
ultimately the combat readiness of our Marines. Therefore, it is
essential that Marines assigned to temporary duty with the
messhall be in good physical condition, well groomed, dependable
and approach the assignment with a positive mental attitude. Food
Service Attendants and Meal Signature Record Supervisors are to be
assigned per references (a) ~~through~~ ^{and} (b) and this Order.

4. Summary of Revision. Order revised to incorporate new policy
for appointment and assignment of Food Service Attendants.

5. Action

a. The Group Logistics Officer will assign quotas by use of
enclosure (1) to subordinate units for:

(1) Food Service Attendants. The net subordinate unit
strength as of the tenth day of the preceding month as reported on
the Memorandum of Meal Authorization by Man-Days (NAVMC 525) will
be used to determine Food Service Attendant quotas. Normally, one
Food Service Attendant will be assigned for each 25 Marines
subsisting in the messhall or the major portion of 25. The
following formula should be used: 15 to 25 Marines = 1 food
service attendant, 37 to 50 Marines = 2 food service attendants,
62 to 75 Marines = 3 food service attendants, and 87 to 100

12 NOV 1992

Marines = 4 food service attendants. The number of quotas actually assigned a subordinate unit may be adjusted to account for deployments or redeployments during a particular month.

(2) Meal Signature Record Supervisors. Normally, only two Meal Signature Record Supervisors are required per month. The quotas will be assigned to MALS-12, consistently, due to the fact that they will always have someone available to fill it and they are assigned the largest overall quota.

b. Squadron Commanders/Officers-in-Charge will:

(1) Designate Food Service Attendants per assigned quotas. Enclosure (2) will be used to make Food Service Attendant assignments.

(2) Designate, when tasked, an NCO as Meal Signature Record Supervisor.

(3) Submit to the Commanding Officer, MAG-12 (Attn: S-4) a roster of the personnel assigned to duty as Food Service Attendants and Meal Signature Record Supervisors no later than five (5) days prior to the commencement of duty. This requirement will be adjusted accordingly for incoming squadrons.

(4) Ensure that each assigned Food Service Attendant receives and passes a medical examination no later than ten (10) days prior to assuming Food Service Attendant duties. This requirement will be adjusted accordingly for incoming squadrons.

(5) Ensure that assigned Food Service Attendants and Meal Signature Record Supervisors report to the messhall at 0800 on the day prior to commencing duty. Outgoing Food Service Attendants and Meal Signature Record Supervisors will be relieved no later than 1800 on the last day of assigned duty.

(6) Ensure that Marines in the following categories are not assigned as Food Service Attendants or Meal Signature Record Supervisors:

(a) Those awaiting disciplinary proceedings or administrative discharge.

(b) Those with less than 30 days remaining before their rotation date (except those in the Unit Deployment Program).

(c) Those enrolled in off-duty education or attending required classes at the Joint Counseling Center.

(d) Those with personal, medical or dental problems which may require protracted absence from messhall duty.

(7) Ensure that Marines assigned are available for the full period of duty as directed by the Group Quota Assignment

12 NOV 1992

Letter (normally one month) and that requests for relief from duty are not made for such things as training, squadron duty, etc.

(8) Ensure that qualified replacements are properly assigned if the replacement of any previously assigned Marine becomes necessary.

5. Applicability. This Order is applicable to all MAG-12 units.

W. J. Horne
W. J. HORNE
Acting

DISTRIBUTION: A



MAG-12 S-1

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GruO 1300.1B Ch 1

S-4

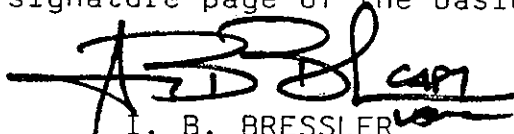
18 NOV 1993

GROUP ORDER 1300.1B CH 1

From: Commanding Officer
To: Distribution List

Subj: ASSIGNMENT OF PERSONNEL TO DUTY AS FOOD SERVICE ATTENDANTS
AND MEAL SIGNATURE RECORD SUPERVISORS

1. Purpose. To direct pen changes to the basic Order.
2. Action. Make the following pen changes to the basic Order:
 - a. On page 1, paragraph 3, line 8, change the word "through" to read "and".
 - b. On page 3, paragraph 5, change the word "order" to read "Order".
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.


I. B. BRESSLER
By direction

DISTRIBUTION: A

SAMPLE ASSIGNMENT LETTER FOR FOOD SERVICE ATTENDANT AND
MEAL SIGNATURE RECORD SUPERVISOR QUOTAS

HEADING

10110
S4
(DATE)

From: Commanding Officer, Marine Aircraft Group 12
To: Commanding Officer, _____

Subj: FOOD SERVICE ATTENDANT (FSA) QUOTA FOR THE MONTH OF

Ref: (a) GruO 1300.1B

1. Per the reference, your quota for Food Service Attendants for the month of _____ is as follows:

DATE	QUOTA
????	?????

2. Food Service Attendants must report for a physical examination at MCAS, Iwakuni Medical Facility, no later than 0800 on _____.

3. Certified physically fit personnel will report to the Dining Facility # _____, Bldg # _____, no later than 0800 on _____.

4. A complete roster of personnel assigned to mess duty will be forwarded to the Commanding Officer, Marine Aircraft Group 12 (Attn: S-4 Officer) no later than the close of business _____.

5. Since dates for deployments and UDP movements change on a frequent basis, the above mentioned dates are tentative and may be adjusted accordingly. Whenever possible, personnel currently on mess duty will remain until replacements arrive.

By direction

ENCLOSURE (1)

SAMPLE ASSIGNMENT LETTER FOR FOOD SERVICE ATTENDANT DUTY

HEADING

1300
S4
(DATE)

From: Commanding Officer
To: NAME (Last, First, Initial), SSN, Rank, MOS
Subj: ASSIGNMENT AS FOOD SERVICE ATTENDANT

1. You are hereby assigned to the subject duty for the month of _____.

2. You are directed to report to the Area Dining Facility Manager, Dining Facility #1, Bldg #222 at 0800 on _____. Duty will terminate at 1800 on the last working day of the following month.

3. Prior to reporting at the above appointed place of duty, you are directed to report to the MCAS Iwakuni Branch Clinic to obtain a Food Service Attendant Physical, the results of which will be annotated on the reverse side of this order. Should you fail the Food Service Attendant Physical, you are to return immediately to this command and notify competent authority so that a replacement for you may be designated.

By direction

RECEIVING ENDORSEMENT

1. I have received these orders at (time) on (date). I understand that I am to report for duty to the Area Dining Facility Manager, Bldg #222 after I have received a physical examination at the base hospital. I further understand that I am to have a regulation haircut and all require uniforms when I report for duty.

Signature of Food Attendant: _____ Date: _____

ENCLOSURE (2)

12 NOV 1992

REQUEST FOR FOOD SERVICE ATTENDANT PHYSICAL EXAMINATION

(DATE)

From: Commanding Officer,
To: Senior Medical Officer, NRMIC, Branch Clinic, MCAS Iwakuni,
Japan

1. The individual whose name appears on the reverse of this form has been assigned to Food Service Attendant duty for the month of _____, 199__.

2. Examination of this individual by a Medical Officer is requested in order to determine fitness for assignment to Food Service Attendant duty.

By direction

MEDICAL ENDORSEMENT

(DATE)

From: Senior Medical Officer, NRMIC, Branch Clinic, MCAS Iwakuni,
Japan
To: Commanding Officer, _____

1. The above named individual has received a Food Service Attendant Physical per NAVMED instructions and was found to be qualified/unqualified to perform messhall duty.

Medical Officer Signature

ENCLOSURE (2)